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MANAGEMENT COUNCIL NEWSLETTER

U. S. Department of Agriculture

A summary of significant events of
interest to USDA management

SEP 6 1978

Issue #54
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REDUCE TEMPERATURE.....President Carter has directed that the temperature in federally-owned and leased space be maintained at 65 degrees F. during working hours and at 55 degrees F. during non-working hours. A Memorandum to All Employees requesting their cooperation in carrying out the President's directives and a memorandum to Deputy Administrators for Management giving instructions for implementing the program have been issued. (Contact: Margaret Caswell, 00, ext. 75225)

GSA LEASING PROGRAM.....GSA has resumed normal leasing practices and on January 18 sent a report to the Office of Operations on the nationwide priority listing of space requests submitted by the Department on November 2, 1976. Essentially, all of the requests on the list requiring the acquisition of leased space will be funded in FY 1977. The exceptions are where an agency has actually failed to submit a Request for Space, or acquisition of leased space by GSA is not necessary. Furthermore, informal contact with several GSA regional offices indicates that, where necessary, leasing action also is being taken on space requests submitted since October 1976. This is substantiated by GSA's addition to the Department's priority listing of 18 cases. (Contact: James E. Wood, 00, ext. 75225)

EXECUTIVE PAY HIKES PROPOSED.....With the "full support" of President-elect Carter, President Ford in his budget message to Congress proposed substantial raises for members of Congress, federal judges, and political executives as well as for top career employees whose present \$39,600 top pay would be raised to \$47,500 annually. Congressional pay would be raised from the present \$44,600 to \$57,500.

The raise will go into effect automatically February 20 unless the House or Senate votes a resolution of disapproval.

Here is what the top career salaries would be: Grade GS-18 and the top four steps of GS-17, \$47,500; the first step of GS-17, \$46,423; GS-16, starting with the first pay step, \$39,629; \$40,950; \$42,271; \$43,592; \$44,913; \$46,234; and the top three steps, \$47,500; the last four steps of GS-15, \$40,545; \$41,671; \$42,797; and \$43,923.

USDA CITIZENS ADVISORY COMMITTEE ON CIVIL RIGHTS.....In November 1976, the Citizens Advisory Committee released a report containing recommendations for improving the civil rights posture of the Department. An official response has been prepared and covers a wide range of EEO and civil rights matters. Copies of the response are available upon request. (Contact: J. Fred King, OEO, ext. 77117)

REVISED ADP A-11 SUBMISSIONS.....Twelve agencies have submitted revised ADP A-11 tables reflecting FY 77 & 78 ceilings. Those who have not yet done so are requested to submit them as soon as possible. (Contact J. Erb, ADS, ext. 72803)

NATIONAL FINANCE CENTER NEWS.....

...Telephone System - Four additional FTS trunk lines have been added to the NFC telephone system bringing the total to 27. The telephone company has again been requested to provide a busy monitor for the Inquiry Unit to determine how many lines are required to handle the increased volume expected as a result of increasing the number of FTS lines.

...Facsimile Transmitter/Receiver - A second remote copier capable of receiving and transmitting at the same time has been installed. The original equipment could not perform both tasks simultaneously. This equipment is used for emergency requests for travel advances, "quick service" payroll requests, death notifications, final salary notices, accession/termination notices and emergency transmission of vital reports by NFC.

OMB CIRCULAR NO. A-76.....In accordance with OMB Circular No. A-76, ARS, FmHA, FNS, FS, SCS and OO have identified specific commercial/industrial activities now performed in-house that will be reviewed by February 28. These reviews will include the locations and descriptions of the activities; significant operating data such as fixed and variable costs, numbers of Federal employees now assigned, units of production; an objective and thorough discussion of the reason for in-house operation; an examination of alternatives to in-house operation; a summary and recommendations; and if applicable, a time table for action to convert these activities to operation by the private sector.

Each agency and staff office is required to complete an A-76 analysis of every one of its commercial/industrial activities by April 15, 1977, for the regular Triennial Review. The activities undergoing in-depth analyses under the Department's Management Initiatives need only be documented at that time. (Contact: Tom Ward, OMF, ext. 76111)

BUDGET HIGHLIGHTS.....

...FY 77 Budget Supplementals - Hearings on the Department's supplemental appropriations request to the FY 77 budget are scheduled before the House Appropriations Subcommittee on February 7. The Senate Agriculture Appropriations Subcommittee does not plan to hold hearings on these requests.

...Senate Hearings - Hearings on the FY 78 budget before the Senate Agriculture and Related Agencies Subcommittee are scheduled to begin on February 21 with the presentation by the Secretary. Agency hearings have been scheduled to be completed during the two weeks ending March 4. Secretarial officials, agency administrators, and agency budget officers have been provided copies of the initial hearings schedule. The dates, time, and place for the hearings are subject to change on short notice, therefore, agencies should be prepared to testify before the Senate Appropriations Subcommittee anytime after February 21.

...FY 78 Amended Budget - The Department's estimate for amendments to the FY 78 budget was submitted to OMB on January 31. The President plans to submit his amendments to the Congress on February 15.

...FY 78 Forest Service Hearings - The House Subcommittee on Appropriations for the Department of the Interior and Related Agencies has scheduled hearings for the Forest Service on February 3 and 9 and March 7-9. The Secretary will appear before the Committee on March 7. (Contact: Bob Sherman, OMF, ext. 76176)

COOPERATIVE EDUCATION PROGRAM.....The Cooperative Education Program is an excellent source for expanding employment opportunities in the professional and technical fields to qualified minorities and women and should be used to obtain high quality personnel to meet current and future manpower needs. The following chart compares the employment of students under cooperative education during Fiscal Years 1975 and 1976:

<u>Ethnic Group</u>	<u>FY 1975</u>		<u>FY 1976</u>	
	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
Black	8	4	33	9
Spanish-Surnamed	2	1	15	9
Oriental	-	-	4	2
American Indian	-	-	1	1
Other	147	14	104	63
Total	157	19	157	84

The chart indicates that we have made progress in employment of women and minorities under the program however, there is still considerable room for improvement.

The Assistant Secretary for Administration has sent memoranda to the program Assistant Secretaries and heads of staff offices urging their support of the Cooperative Education Program. To date, plans submitted by only a few agencies provide for an additional 86 students to be employed under cooperative education in FY 77. All agencies are urged to review manpower needs and develop plans to utilize cooperative education as a means to meet those needs during the fiscal year. The Department coordinator and individual agency coordinators can provide information and assistance on the program. (Contact: Patricia Killen, OP, ext. 72435)

EXECUTIVE ORIENTATIONS.....The Office of Personnel has developed a sound and slide orientation for new Assistant Secretaries and other top officials. This 30 minute presentation identifies USDA's missions, cites sample program achievements by agencies under each mission, and defines the role of the Assistant Secretary for Administration in meshing the organizational structure of the Department with the mission structure. The presentation also highlights the role of the Management Council in maintaining inter-agency communication and covers centralized services including the uniform accounting system, the centralized computer system, co-located field offices, and the various personnel program including executive development. (Contact: Tom Gill, OP, ext. 74258)

BILINGUAL REQUIREMENT STUDY.....The Office of Personnel has conducted a study of positions in FCIC, SCS, and FmHA offices in the Southwestern U.S. to identify those positions for which Spanish abilities could be required. Recommendations have sent to agencies involved in the study for their comments. (Contact: Gloria F. Torres, OP, ext. 72973)

TRAINING SESSION ON DEPARTMENT PROMOTION PLAN.....FNS and OP have cooperated in the development of training material for the new Department promotion plan. This material, featuring a one hour video tape of a promotion panel at work, has been presented to FNS Regional Personnel offices and FmHA State Administrative Officers. Response to the promotion plan and the training program sessions was favorable. This material is available to all agencies. (Contact: Bill Parent, OP, ext. 78721)

LABOR AGREEMENTS.....A recent arbitration ruling against the Community Services Administration (CSA) points out the importance of compliance with negotiated labor agreements. In a recent case, CSA failed to comply with a contract stating that appointments to top level management positions would be made "when possible, after consultation with the union...." CSA notified the union that selection of a Director of Personnel had been made and would enter on duty about two weeks after the date of the letter of notification to the union. The arbitrator ruled that (1) notification did not satisfy the "consultation" requirement and (2) the union's filing of grievances two days after receiving notification did not constitute waiver of consultation requirement. CSA was directed to vacate the position pending consultation with the union. (Contact: August Seeger, OP, ext. 76955)

ASCS OFFERS "EXTRA" PERSONAL PROPERTY TO AGENCIES.....At the December Management Council Conference it was suggested that agencies identify "extra" personal property and make it available to other agencies through loan or formal transfer. ASCS has now surveyed its state and county offices and has developed a list of property that is available for transfer. Some examples from the list:

- 200 Desks
- 140 Typewriters
- 130 Electric calculators
- 100 File cabinets

The list has been made available to Service Center agencies and FGIS. Any property remaining on the list after May 1 will be made available to other agencies.

Hopefully, other agencies will follow the lead of ASCS. The resultant savings to the Department could be considerable. (Contact: Ed Hews, ASCS, ext. 72717)

HOUSE AGRICULTURE COMMITTEE ORGANIZATION ANNOUNCED.....As Chairman, Thomas S. Foley (D-Wash.); Vice-Chairman, W. R. Poage (D-Tex.); ranking minority member of the full committee, William C. Wampler (R-Va.); Chairmen of the Commodity Subcommittees: Cotton, David R. Bowen, Miss.; Dairy and Poultry, Charles Rose, N.C.; Forests, James Weaver, Ore.; Live-stock and Grains, W. R. Poage, Tex.; Oilseeds and Rice, Dawson Mathis, Ga.; Tobacco, Walter Jones, N.C.

Chairmen of the Operational Subcommittees: Conservation and Credit, Ed Jones, Tenn.; Department Investigations, Oversight and Research, E. de la Garza, Tex.; Domestic Marketing, Consumer Relations and Nutrition, Frederick W. Richmond, N.Y.; Family Farms, Rural Development and Special Studies, Richard Nolan, Minn. (Contact: Fritz Behrens, OMF, ext. 73671)